

# **January Growth Factor Training Reference Documentation 2017-2018**



Kentucky Department of Education  
Stephen Pruitt, Commissioner

**Kentucky Department of Education  
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January 2018

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## Statutory Requirement

KRS 157.360 (15) states that “during a fiscal year, a school district may request that the Department of Education recalculate its funds allocated under this section if the current year average daily attendance for the twenty (20) day school month as defined in KRS 158.060(1) that contains the most days within the calendar month of January exceeds the prior year adjusted average daily attendance plus growth by at least one percent (1%). Any adjustments in the allotments approved under this subsection shall be proportional to the remaining days in the school year and subject to available funds under the program to support education excellence in Kentucky.”

Source: Legislative Research Commission (LRC)

**Note: If a district does not incur any growth or shows a loss in ADA, there is no deduction of program funding to the district.**

**January Growth Factor Report is not a requirement.**

## Information Included in the Report

The report includes the following information for the school month chosen (month 5 or 6) with the most attendance days in January of the current school year:

- ✓ aggregate days attendance and absence
- ✓ race and gender count
- ✓ home and hospital
- ✓ adjustments for less than full-time attendance (Partial Day)
- ✓ nonresident/non-contract students
- ✓ overage and underage students

All information is reported by school, grade level, and by transportation code.

## Submission Deadline

Five days after the last day of the school month chosen with the most attendance days in January of the current school year, but not later than February 20 of each school year.

## Facts

- January Growth Report is not a requirement, it is optional.
- District Calendars must be up to date in Infinite Campus prior to submission.
- T-codes must be up to date in Infinite Campus prior to submission.
- District will submit a SAAR report to KDE with the records 5, 7, 9 and H attendance data.
- The same data cleanup rules apply as with a SAAR or a 2<sup>nd</sup> month Growth Factor submission.

- **January Growth Factor Steps**

The first step a district should do is determine if they qualify for January Growth.

The Fall Growth Factor Report added a new column in the e-mail to help districts determine eligibility for January growth. The last column shows the required amount of AADA for January Growth. The district can use this number and compare the AADA from the fifth or sixth month on the ADM/ADA Report to see if they qualify.

The below example shows the Growth Factor e-mail spreadsheet that was sent in the fall. The required AADA for the below example is 37291.968. If the ADM/ADA Detail Report shows that amount or higher, the district will qualify and should submit a January Growth Factor Report.

GROWTH FACTOR  
DISTRICT SUMMARY GAIN LOSS REPORT  
School Year 17-18

District Number	District	Current GF AADA	Previous GF AADA	Gain/Loss	Growth Percent	Membership (Does not include Virtual Schools)	Prior Year SAAR	Prior Year SAAR + Growth	Required AADA for January Growth
002	ABC District	37352.32	37271.308	81.012	0.2173	40678	36842.681	36922.74	37291.968

## 1. Choosing the School Month

Check the calendar for the month (month 5 or 6) with the **most attendance days in January**.

*Path: System Admin > Calendar > Calendar > School Months*

School Months Detail							
	*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date
✕	Month 1	1	08/14/2017	09/08/2017			09/18/2017
✕	Month 2	2	09/09/2017	10/06/2017			11/13/2017
✕	Month 3	3	10/07/2017	11/03/2017			11/16/2017
✕	Month 4	4	11/04/2017	12/05/2017			12/18/2017
✕	Month 5	5	12/06/2017	01/18/2018			
✕	Month 6	6	01/19/2018	02/15/2018			
✕	Month 7	7	02/16/2018	03/15/2018			
✕	Month 8	8	03/16/2018	04/19/2018			
✕	Month 9	9	04/20/2018	05/17/2018			
✕	Month 10	10	05/18/2018	06/18/2018			
Add School Months							

- Look at Month 5 and Month 6

This will tell you the dates in month 5 and month 6. Notice part of Month 5 falls in the month of December and the month of January. Month 6 falls in the month of January and the month of February. We need to know these dates so we can determine which month has the most attendance days that fall only in the month of January.

## 2. Print the Calendar Report

- Compare the dates to the Calendar Report (shown below) in order to determine which month has the most **Attendance** days in the month of January.



*Path: System Admin / Calendar / Calendar / Days*

Calendar	Grade Levels	Schedule Structure	Terms	Periods	School Months	Days	Overrides
Day Reset	 Print	Multi Day Event					

- Select 'Print' and the Calendar Report will be visible.

ABC District 07/01/2017 through 06/30/2018	A Elementary School 2017-2018 Calendar Year	Calendar Report 01/09/2018 // 11:00:11 AM
---	--	--

**Legend**

	Non-instructional day
	Non school day

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Month 5  
12/6 – 1/18

Month 6  
1/19 – 2/15

Look at Month 5 and Month 6 on the Calendar Report and count the attendance days in each month to determine which one has the most **Attendance** days in the **month of January**.

- ▶ In the example, Month 5 and Month 6 both have **nine** school attendance days in the month of January.

Note: If either month had a Non-Traditional Day, it is **NOT** an attendance day and not part of the count.

- This will determine which month to use for your January Growth Factor Report. In this example, Month 5 or Month 6 can be used since they have the same number of attendance days in January. For this example, we will choose Month 5.

### 3. Run the ADM and ADA Detail Report

Once you have determined the month, check to see if you are eligible for January Growth.

*Path: Attendance > Reports > ADM and ADA Detail*

**Kentucky Avg. Daily Membership(ADM) & Avg. Daily Attendance(ADA) Summary with Student Detail**

This report summarizes data from Kentucky's attendance calculation. Select the Detail Report Type to generate a list of individual students' attendance data for the calendars. When running the Summary Report Type against multiple schools, select "All Schools" in the toolbar and choose the desired calendars from the calendar picker.

- If the Date Range is left blank it will default to the start/end dates of the calendar.
- The optional School Month range is populated by the calendar in the toolbar only.
- This report is resource-intensive, so try to limit the number of calendars run per batch.

**Report Type** ☐ Detail ☒ Summary

**Calendars** ☒ All Calendars

**ADA Mode** ☐ Truancy ☒ Funding

**Date Range** 12/06/2017 To 01/18/2018 **Choose dates for full Month 5 12/6/17 - 1/18/18**

☐ School Month

**Transportation** ☒ NT ☒ T1 ☒ T2 ☒ T3 ☒ T4 ☒ T5

**Sort Options** ☒ Grade ☐ Student Name ☐ Homeroom by Grade ☐ Homeroom by Name

☐ Print the signature line at the end of the report

**Generate Report Now** **Submit to Batch**

CTRL-click and SHIFT-click for multiple (Calendars: 105 Schools: 71)

**Grade**

- All Student
- 00 Kindergarten
- 01 1st Grade
- 02 2nd Grade
- 03 3rd Grade
- 04 4th Grade
- 05 5th Grade
- 06 6th Grade
- 07 7th Grade
- 08 8th Grade

**Ad Hoc**

**Exclude** ☐ State Exclude ☐ Perkins Only



## KY ADM ADA District Summary Report cont.

17-18 School Year

Generate on 01/09/2018 11:36

ADA: Funding Date Range: 01/01/2018 - 01/18/2018 Transportation: NT, T1, T2, T3, T4, T5 All Grades Schools: 70

**District Attendance Summary Group by School**

School	Funding ATT	Funding Absent Days	Funding ADA	Funding ADM	Funding %	Truancy ATT	Truancy Absent Days	Truancy ADA
#	326.96	2.36	36.33	45.78	99.28%	367.50	2.50	40.83
#	4,468.35	88.00	496.57	506.56	98.07%	4,471.00	88.00	496.85
#	6,335.50	117.50	704.01	717.00	98.18%	6,344.50	117.50	705.01
#	5,037.00	119.00	559.75	572.90	97.69%	5,664.50	175.50	629.53
St								
#	2,074.04	169.50	206.18	244.28	92.44%	2,077.50	169.50	206.49
E								
#	4,075.50	109.50	452.93	465.00	97.38%	4,389.50	109.50	487.82
#	4,756.00	79.00	528.48	537.22	98.37%	4,756.00	79.00	528.48
E								
#	4,022.94	64.50	447.02	457.56	98.42%	4,325.50	64.50	480.64
St								
#	4,095.50	114.50	455.15	468.79	97.28%	5,005.50	203.50	556.35
#	6,514.81	83.50	723.87	733.56	98.73%	6,518.50	83.50	724.28
#	4,313.50	95.50	479.37	490.78	97.83%	4,638.50	121.50	515.51
#	0.00	0.00	0.00	100.56	0.00%	0.00	0.00	0.00
#	17,843.22	504.00	1,982.85	2,047.45	97.25%	17,852.50	504.50	1,983.88
St								
#	4,377.00	92.00	486.42	496.56	97.94%	4,692.50	109.50	521.49
#	36.00	0.00	4.00	4.00	100.00%	36.00	0.00	4.00
#	74.00	0.00	8.22	9.22	100.00%	74.00	0.00	8.22
#	6,269.50	114.50	696.73	709.34	98.21%	6,269.50	114.50	696.73
#	2,081.00	43.00	231.27	236.78	97.98%	2,270.00	43.00	252.27
St								
#	5,099.50	78.50	566.66	575.34	98.48%	5,099.50	78.50	566.66
#	2,472.00	21.00	274.67	277.00	99.16%	2,472.00	21.00	274.67
#	4,624.00	101.00	513.88	525.00	97.86%	4,948.00	101.00	549.88
#	7,063.08	164.50	784.89	803.11	97.72%	7,063.50	164.50	784.93
#	4,543.88	119.00	504.97	518.22	97.45%	4,887.00	119.00	543.09
#	2,830.00	59.00	314.49	329.00	97.96%	2,830.00	59.00	314.49
#	6,269.00	92.00	696.64	706.78	98.55%	6,611.00	92.00	734.64
#	5,507.00	136.00	611.98	627.00	97.59%	5,832.00	153.00	648.11
#	16,101.95	560.68	1,789.40	1,855.36	96.64%	16,292.00	565.00	1,810.52
#	7,418.10	171.00	824.40	844.90	97.75%	7,419.00	171.00	824.50
#	499.50	21.50	55.52	58.00	95.87%	499.50	21.50	55.52
#	0.00	0.00	0.00	0.00	0.00%	157.00	5.00	17.45
#	7,013.48	104.44	779.38	792.00	98.53%	7,023.00	105.00	780.44
St								
#	6,347.94	120.50	705.40	718.78	98.14%	6,628.50	128.50	736.58
#	2,616.00	52.00	290.71	296.44	98.05%	2,922.00	52.00	324.71
#	5,805.90	131.50	645.17	660.89	97.79%	5,807.50	131.50	645.35
#	3,100.43	95.00	344.37	356.00	97.03%	4,126.00	95.00	458.52
Total	357,120.46	8,533.24	39,555.31	40,761.78	97.67%	369,310.50	8,968.50	40,902.43

#### 4. Compare the ADM/ADA District Summary Report to the Fall Growth Factor spreadsheet.

- In this example, the district is eligible for January Growth. The funding ADA is 39,555.31 which is higher than the required growth AADA of 37,291.968. This district should submit a January Growth Factor Report.

**GROWTH FACTOR  
DISTRICT SUMMARY GAIN LOSS REPORT  
School Year 17-18**

District Number	District	Current GF AADA	Previous GF AADA	Gain/Loss	Growth Percent	Membership (Does not include Virtual Schools)	Prior Year SAAR	Prior Year SAAR + Growth	Required AADA for January Growth
002	ABC District	37352.32	37271.308	81.012	0.2173	40678	36842.681	36922.74	37291.968

## 5. Generate January Growth Factor

### *Path: KY State Reporting / SAAR Report*

- The January Growth Factor is done by submitting a SAAR Report following the Report Options:
  - Extract Format = State Format (Fixed width) ○
  - Date Range = Blank
  - School Month = 5 or 6 (whichever one has the **most attendance days in January.**) ○ Select Calendars = Check 'All Calendars'
  - Year = 17-18
  - Report Types = R5, R7, R9, RH
  - Select 'Generate Report'

**Report Options**

Report Type: ☐ Detail ☒ Summary

Extract Format: **State Format (Fixed width)** ▼

Date Range:

School Month: ☒ School Month

- ☐ Month 1 (07/10/2017 - 08/21/2017)
- ☐ Month 2 (08/22/2017 - 09/21/2017)
- ☐ Month 3 (09/22/2017 - 10/27/2017)
- ☐ Month 4 (10/30/2017 - 12/01/2017)
- ☒ Month 5 (12/04/2017 - 01/16/2018)
- ☐ Month 6 (01/17/2018 - 02/13/2018)
- ☐ Month 7 (02/14/2018 - 03/13/2018)
- ☐ Month 8 (03/14/2018 - 04/17/2018)
- ☐ Month 9 (04/18/2018 - 05/15/2018)
- ☐ Month 10 (05/16/2018 - 06/18/2018)

Report Selection: ☐ All Reports

- ☐ R1 School Calendar (Annual report)
- ☐ R2 Enrollment / Reenrollment (Annual report, enrollments count)
- ☐ R3 Withdrawals (Annual report, withdrawals count)
- ☒ R5 Ethnic Count (Active students on the end date of 10th school Month)
- ☒ R7 Aggregate Attendance
- ☒ R9 Non-Contract / Over Age - Under Age Attendance
- ☒ RH Home Hospital Attendance
- ☐ RL Five Low Attendance Days
- ☐ RW Ten Low Attendance Weather Days  
*No Low Weather Days have been set.*
- ☐ RN Non-Traditional Instruction Days  
*No Non-Traditional Instruction Days have been set.*
- ☐ RV Virtual Performance Based Attendance
- ☐ RS Out of School Suspension
- ☐ RX Expulsion
- ☐ District Daily Attendance

Buttons:

**Select Calendars** ☒ All Calendars

CTRL-click and SHIFT-click for multiple  
(Calendars: 105 Schools: 71)

**Select Students**

☒ Grade

**All Students**

- 00
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08

☐ Ad Hoc Filter

**Specify 5 Low Attendance Days** [Load 5 Low](#)

[Clear](#)

Figure 1-1 (will appear when file is generating)

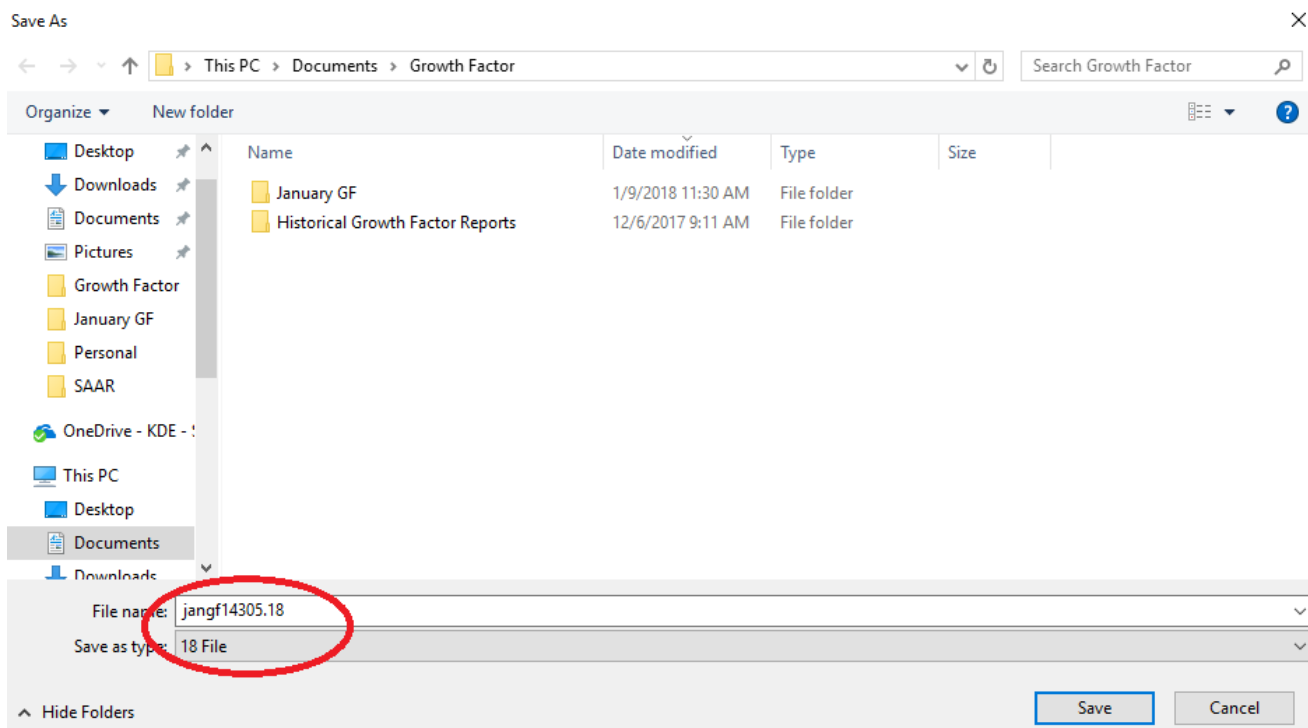


Figure 1-2



Figure 1-2 'File Download' box will appear. Click Save options and select "Save as" in Figure 1-3.

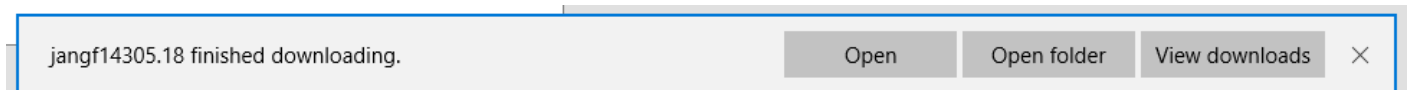
Figure 1-3



- 'Save as' box will appear.
- File name should be entered as: jangfxxxxx.17  
(first three x's = 3-digit district number, last two x's = 2-digit school month)

**Example: Danville Independent (143), School month 5 (05), School Year 2018 (.18) = jangf14305.18**

Figure 1-5



- 'Download complete' dialogue box may appear. 'Close' the box. You now have the report saved on your computer and named properly.
- Submit this file through the KDE submission process.

✓ Run a pdf copy after you run the fixed-width. Keep the pdf copy for your files.

## 6. Submit January Growth Factor Report to KDE

- Each district's January GF file is submitted via a website link on the KDE homepage. This link can be located at: <http://opsupport.education.ky.gov/saar/>
  1. The file submitted goes through an error check and any errors present are listed on the page (See Appendix A)
  2. Errors should be cleaned up before submission process is complete. In some instances, an error may be excusable or ignorable. District would consult with person at KDE processing the report.
  3. Once errors are cleaned up, the submission can be completed by entering contact information such as; email, district number and comments.
  4. Once the file is submitted a series of events happen.
    - KDE Attendance Mailbox is notified
    - District who submitted receives a confirmation email
    - Text file submitted is loaded into KDEADA application

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SAAR Error Checks  
document

Growth Factor Error  
Checks document

January Growth Factor  
Error Checks  
document

### January Growth Factor

#### Step 1: Locate the file

Press the "Browse" button and navigate to where your file is located. Only files named **JANGF [district number][school month].17** are accepted. The file you are submitting here is the 'State Format' (fixed width) from your student information system. Please **do not** send any PDF documents via this site.

Browse...

#### Step 2: Check your file

Press the "check file" button to send your file to be error checked and continue to Step 3. The error guide document on the left hand side of this page will show a list of all potential errors.

check file

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## Error Guide

A January Growth Factor Error Checks document is available (and also in Appendix A on page 19) on the web page [here](#). Common errors that occur during file submission are listed. Districts should review this information prior to submitting their file.

**Step 4: Submit your file**

If everything is satisfactory, enter your email, district and any comments you want to send, then press the "submit file" button. Please put your phone number and the names of any additional people to be notified in the comments field. **REMINDER:** Once submitted, the file will have to be reset by KDE if a new submission is needed.

<input type="text"/>	* your email
<input type="text"/>	* your name
<input type="text"/>	* your phone
<input type="text"/>	* your district
<input type="text"/>	* your Superintendent's name
<input type="text"/>	* your DPP's name
<input type="text"/>	
	* your Finance Officer's name

comments

✓ Please list the names as they appear on the Global and do not use nicknames

- **Calculation of January Growth Factor**

If the month selected for submission exceeds the ‘prior year adjusted average daily attendance plus growth by at least 1%’, then an adjustment in your district SEEK payments shall be proportional to the remaining days in the school year (subject to available funds).

*First, you have to start with **Prior Year AADA<sup>1</sup> plus Growth<sup>2</sup>***

Prior Year AADA plus Growth

Second month growth % is calculated as follows: (Current Year – Prior Year)/Prior Year

- Example numbers:  $(1153.975 - 1140.419)/1140.419 =$  a growth % of 1.1886

Growth Count generated. Growth % is multiplied by the Prior Year EOY AADA submitted on SAAR.

- Example SAAR AADA = 1121.519. So,  $1121.519 \times 1.1886 =$  a growth count of 13.33

Growth Count of 13.33 should be added to the Prior Year EOY AADA (SAAR) 1121.519 to generate Prior Year AADA Plus Growth of 1134.849. This is the AADA that your SEEK funding is based on.

*Second, you determine if the JanGF exceeds the AADA plus growth by 1%*

Is January Growth Factor AADA greater than 1% of the Prior Year AADA plus Growth?

Prior Year adjusted average daily attendance plus growth = 1134.849

January Growth Factor % of growth is calculated as follows:

$(\text{Jan. GF AADA} - \text{Prior Year EOY plus Growth})/\text{Prior Year EOY plus Growth}$

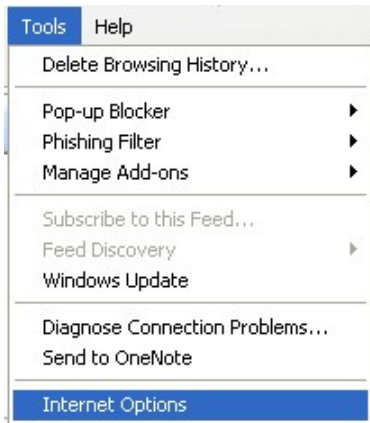
- Example January % of Growth  $(1154.825 - 1134.849)/1134.849 = .017$

*NOTE: If there was no growth during the Fall Growth Factor submission, then calculation of Prior Year EOY plus Growth would be equal to Prior Year EOY plus zero.*

## Internet Settings

If your file will not download in Internet Explorer (i.e., IE sits and spins) then check your IE settings for file downloads.

### 1. Go to Tools...Internet Options

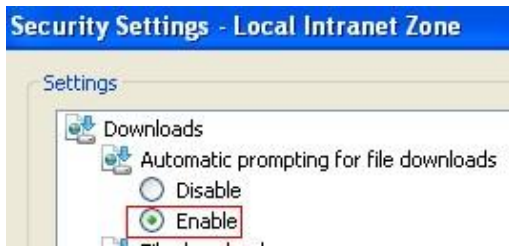


### 2. Select Security and then click on Custom Level



### 3. Scroll down to Downloads. Ensure that 'Automatic prompting for file downloads' is set to 'Enable'.





## Data Quality and Review

- Ethnic Count Comparison**

Comparing Record 5 to Records 2 & 3

- ▶ Record 5 (Ethnicity Count)
- ▶ Record 2 (Enrollment + Reenrollment)
- ▶ Record 3 (Withdrawals)
  - *Formula: Entries + Re-entries – Withdrawals = Ethnicity Count*
- ▶ Steps to follow
- ▶ Run Records 1, 2, and 3 (PDF, All Calendars, Month 5 or Month 6 only)

- Run Monthly Attendance Reports (by month and by school)**

1. Verify Register Report and get signoff
2. Verify ADA/ADM Truancy Mode and match to the Register Report
3. Verify ADA/ADM Funding Mode and match to Record 7 for month 5 or month 6

- Missing T codes and Partial Day Students**

The Missing T Codes (shown below for Mary) lists attendance as 1.00 and the T Code as NT, which is the default transportation code for any student without a T code. Note that attendance credit will be given but the T code may be incorrect. Use the Missing T Code pass-through SQL query to locate these type students.

## Missing

<b>08-09</b> <b>KDE High School</b> 100 N KY 830, CORBIN, KY 40701 Generate on 10/05/2009 02:55:09 PM Page 1 of 1	<b>KY ADM ADA Detail Report for Grade 12</b> ADA: Truancy School Month: 4 Transportation: NT, T1, T2, T3, T4, T5 Adhoc Filter: PartialDay, Peter and MissingTCodes, Mary Exclude: State Exclude Sort by Grade Students: 2
--	--

Grade Student Enrollment	T-Code	ATT	ADA	ADM	Tardy		Attendance State Code								Funding	
					E	U	E	U	AFD	EHO	EDN	EPN	S	O	ADA	
12 MissingTCodes, Mary #4460 (08/06/2008 [E01])	NT	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
12 PartialDay, Peter #3106 (08/06/2008 [R02])	T1	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.64	

The Funding ADA percentage for partial day students should match the percent enrolled in the partial day attendance group. Partial day students enrolled in virtual/performance based courses will, of course, differ.

## APPENDIX A - Possible Error Messages

Possible Errors from the January Growth Factor submission include, but are not limited to the following:

Record 5 - Invalid grade submitted-preschool

Record 7 - FFD, BD, or HD used for grade that is not EL (00)

Record 7 - Attendance entered without days taught

Record 7 - Days taught entered without attendance (ignorable if virtual or performance based)

Record 9 - Non-Contract student count entered without attendance

Record 9 - Non-Contract attendance entered without student count

Record 9 - Over/Underage student count entered without attendance

Record 9 - Over/Underage attendance entered without student count

Record H - Home Hospital attendance entered without students

Record H - Home Hospital students entered without attendance

Record H - Attendance entered without days taught

## KDE Contact Information

**KDE is available for questions during the January Growth Factor submission process. Please contact Ronda Devine at 502-564-5279, Extension 4444 or via email at [ronda.devine@education.ky.gov](mailto:ronda.devine@education.ky.gov) for information and assistance.**